

Full Equality Impact Assessment Form

Equality Relevance Low ☐

1. Name of the policy or practice?

Transfer of undertaking of Hartpury Learning Resources Centre (LRC) from UWE to Hartpury College

2. What is the aim, objective or purpose of the policy practice?

To transfer the management arrangements for Hartpury LRC from UWE to Hartpury College as part of a new academic and financial agreement between the two organisations. This is coupled with the move of Health and Life Sciences students and staff from the Hartpury College site to another location in Gloucester (which is the subject of a different EIA)

3. Who is responsible for developing the policy?

Library, HR, Finance and senior management staff at UWE and College

4. Who is responsible for implementing the policy?

Staff at Hartpury College, aided by UWE Library Services staff

5. Who is the policy intended to benefit?

All stakeholders of Hartpury LRC

6. What is intended to be achieved by the policy?

A reporting structure that will enable the LRC to match closely the changing needs of the students on site and enable the greater integration of the service into the College's staffing structure

7. How will you know if this policy has been successful?

Service quality will be maintained and/or improved for all stakeholders.

8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/ evidence to support your answer.

	Yes	No	Not known – Do you need to generate sources of information?
Women, men, transgendered people	Women could be on or about to start maternity leave and as such making decisions regarding whether to apply for the posts at Gloucester or stay at Hartpury would be difficult.		

	<p>All the staff at Hartpury are women, women are statistically more likely than men to be the main carer and therefore if working patterns are changed at Hartpury this could affect care arrangements.</p> <p>Trans staff could face a negative impact due to having a new line manager, if the College recruits one to run the LRC.</p>		
Black and minority ethnic groups		X	
Disabled people	Disabled staff may feel particularly anxious regarding changes to the line management of the LRC and whether their ongoing needs will be respected in the same way.		
Younger or older people	There may be different needs and approaches in younger or older people to a change in their current working practice and their attitudes towards development and career aspiration.		
People of different religion and beliefs		X	
Lesbian, gay and bisexual people	Staff may have concerns about moving into a new organisation with a different manager, regardless of whether they are 'out' at work.		

9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information/ evidence to support your answer.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people	<p>All of the LRC staff are women and some of them work part time. They all currently benefit from the flexitime scheme run by UWE. Indeed, so does the LRC. If they are TUPEd to the College, their non-contractual benefits, such as flexitime, might be discontinued.</p> <p>UWE students on Hartpury run courses may notice a decrease in the LRC opening hours if Hartpury do not appoint staff to replace those who will move to Gloucester. The consequence will be that anyone with caring responsibilities might not find the LRC so accessible.</p>		Needs further discussion with Hartpury College about their service levels once they have taken over the management of the LRC staff.
Black and minority ethnic groups		X	
Disabled people	<p>Disbled students may find that services, e.g. specialist software and support available on the network, decrease if the LRC is deemed to have the status of Federation College and struggle or neglect to provide such services themselves.</p> <p>UWE students based at other campuses may no longer have the option to</p>		<p>A decision about the status of Hartpury College and what this entitles them to expect from UWE is urgently needed.</p> <p>Library policy expects that materials to support any student's studies</p>

	borrow books from Hartpury through the intercampus loans service if Hartpury College decide to cease that service. This will impact all students but perhaps disabled students more as they may be less able to make alternative arrangements.		should be made available at their home campus (or online) through liaison between academic staff their subject librarians and not rely on essential reading to be available at such a distance.
Younger or older people	The potential situation with fewer library staff to run the LRC could mean more work to be done with fewer staff, unless services or opening hours are reduced. This may affect the older staff more if their health/energy is reduced.		Needs further discussion with Hartpury College about their service levels once they have taken over the management of the LRC staff.
People of different religion and beliefs			Unknown
Lesbian, gay, bisexual people			Unknown

10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

N/A

11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who you need to consult?

General consultation and communication regarding the transfer of management is occurring with Unions, staff and students, so this will form part of those discussions. Potential issues might arise if staffing and therefore opening hours are reduced as this will affect the LRC staff themselves and all students studying UWE programmes at Hartpury.

12. What method or mechanism would be best suited for this consultation?

Face to face through relevant meetings/fora.

13. What action could be taken to mitigate any negative impacts identified or is

there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.

The situation will remain similar to the present as the LRC service will need to continue, although service levels will need to be balanced with staffing levels. Hartpury has a Disability Equality Scheme 2006-2009 which will need to be updated. There is an Age Equality Policy (October 2006), a Race Equality Policy (September 2005) and an Equality and Diversity Policy (September 2005, updated October 2009). The College is preparing to implement a Diversity Forum to enable different under-represented parts of the College's population to have a voice (October 2010).

In discussing the transfer of LRC management to Hartpury College we have the opportunity to advise on the best possible service and to mitigate any potentially negative impacts on UWE students and staff. To this end, we have a project with a series of work streams that is investigating issues for all parties, including Hartpury students and staff.

14. Who will be responsible for monitoring the implementation of the action plan?

Any body that is established for monitoring and evaluating the ongoing management of the LRC (senior managers from the relevant organisational units at Hartpury and UWE?).

15. Please outline how you have revised the policy (if necessary) in the light of the Equality Impact Assessment . If no change is to take place please give reasons.

Further insistence on swift decision-making with regard to the status of Hartpury College as an associate faculty or a federation college.

16. Please indicate when you think this policy/practice should be reviewed next:

December 2011

Equality Impact assessment completed by:

Name	Jackie Chelin
Post title	Deputy Librarian
Faculty / service	Library Services
Date	12 April 2011 (updated by Rachel Mylrea – May 2011)

Please return this form to the Equality and Diversity Unit. The equality and diversity unit will provide feedback and will publish the final document.

Confirmed by the equality and diversity unit:

Name	
Date	

ACTION PLAN – Name of Policy **Service/Faculty.....**

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Hartpury policies regarding service levels	Stephen Waite		May 2011		
Consultation	With Hartpury SMT regarding future plans for the LRC. Further discussion with Hartpury HR regarding non contractual terms.	Malcolm Wharton et al		May 2011		
Monitoring and review arrangements	Ongoing QME processes of the Associate Faculty, plus NSS, to get feedback/input	Relevant committee chairs and Hartpury manager responsible for quality		Ongoing		
Publication						

Other actions	A programme of projects is being undertaken to cover all aspects of the LRC service in order to ensure a smooth transition to Hartpury management.			July 2011		

Please return form to the Equality and Diversity Manager